

REGULAR COUNCIL MEETING JUNE 11, 2018 7:00 P.M.

The meeting was opened by announcing this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, The New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office and on the City's website at www.newrichmondwi.gov. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Fred Horne, Alderman Kittel, Ard, Jackson, Montello, and Volkert

Members Absent: Alderman Zajkowski

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as presented, seconded by Alderman Kittel and carried.

Public Comment

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meetings, May 14, 2018 and Special Council Meeting, May 30, 2018 at 10:45 a.m. and Special Council Meeting, May 30, 2018 at 4:00 p.m.
2. Applications for License to Serve from Sadie L. Krabbenhoft, Emerald; Nicolle U. Kroells, Dresser; Shannon R. Luthe, New Richmond; Heather N. Siler, Clear Lake; LaRae A. Gustafson, New Richmond; Gerald W. Frey, New Richmond; Ross E. Johnson, New Richmond; and Shawn R. Anderson, New Richmond
3. Applications for Amusement Device License from Champ's Sports Bar & Grill, Bobcat's Bar & Grill, McCabe's Shamrock Club, Wild Badger Saloon, AmericInn Motel, Huey's Bar, Gibby's Inc., and Walmart
4. Applications for Cigarette License from the Lowrey Hotel & Café LLC, McCabe's Shamrock Club, Family Fresh, Valu Mart, Lumberjack Liquors, Super America, Amoco Express, Amoco Food Shop, Kwik Trip #337, New Richmond Golf Club, Walmart Supercenter #5432, Discount Smokes, Bobcat's Bar & Grill, The Box Smoke Shop, Radio Shack, and Freedom Valu
5. Applications for Class B Beer License to sell Intoxicating Liquor and Fermented Malt Beverages from Linda Soifakis, Agent for Champ's Sports Bar & Grill; Mari Driscoll, Agent for McCabe's Shamrock Club; Ann Wychor-Hall, Agent for Table 65; Robert Christenson, Agent for Bobcat's Bar & Grill; Joseph Skaar, Agent for Wild Badger Saloon; David Gillen, Agent for Huey's Inc.; Jill Miller; John S. Jerlow, Agent for Lumberjack Liquors; Ross Johnson, Agent for New Richmond Golf Club
6. Applications for Reserve Class B Beer License to sell Intoxicating Liquor and Fermented Malt Beverages from New Richmond Golf Club-Links; Jamie Gibson, Agent for Gibby's Inc.; Loren Barnes, Agent for American Legion Club 80; and Jesus Saavedra, Agent for Garibaldi's

7. Applications for Class B Beer License from Steve Montpetit, Agent for Pete's Pizza of New Richmond, Inc.; Richard Coleman, Agent for Old Gem, LLC; William Buell, Agent for The Space for Creativity; Steven Meyer; and Xianyu Fu
8. Applications for Class C Wine License from William Buell, Agent for The Space for Creativity; and Steven Meyer
9. Applications for Class A License to Sell Intoxicating Liquor and Fermented Malt Beverages from Jeffrey Hielkema, Agent for Kwik Trip #337; John S. Jerlow, Agent for Amoco Express; and Jake Davis, Agent for Family Fresh Market #321
10. Application for Mobile Home License from Arthur and Kim Miller
11. Applications for Refuse Collection License from Stephens Sanitation, Waste Management, River City Disposal, Olson Sanitation, Waterman Sanitation, Advanced Disposal Services and Gorilla Dumpster Bags
12. Application for Taxicab License from Running Inc.
13. Application for Direct Seller's Permit from Molly Welch of Street Treats Ice Cream for June 12, 2018 to September 30, 2018 and request to waive fee
14. Payment of VO#62092 through VO#62186 totaling \$233,056.53 plus electronic fund transfers totaling \$790,327.73 for a grand total of \$1,023,384.26

General Fund	\$916,409.19
Impact Fees Fund	39,732.00
Cemetery Fund	520.95
CDBG - Housing	16,775.72
Debt Service Fund	6,592.94
Capital Projects	8,748.02
Landfill Cleanup Fund	3,601.89
TID District #6	18,822.38
Storm Water Utility	9,639.00
Park land Trust Fund	1,436.22
NR WI Armed Services	1,105.95

Alderman Kittel moved to approve the consent agenda as presented, seconded by Alderman Ard and carried.

Department Reports

Administration & Finance – Mike Darrow stated the 2019 Budget Process will be getting started soon. If the community has groups that would like to be involved in the process, let us know. Look for updates on social media. Rae Ann Ailts explained that staff is continuing to work on the Capital Improvement Plan. We hope to have an adopted Capital Improvement Plan by the end of August or the beginning of September. Also, a reminder the second installments of property taxes are due on July 31, 2018, and are payable to the St. Croix County Treasurer.

Community Development – Beth Thompson stated that Sarah Skinner, Building Inspector, resigned and her last day was June 6, 2018. We are currently working with a contracted building inspector and will have an inspector available three days per week. We are trying to find another contracted employee. Josh Melstrom has accepted the offer for full-time Building Inspector and will begin the end of July. Federal Foam had a ground breaking for a new building west of their existing building. Keep it Beautiful Update – Residents can go on the City's website and report things like long grass, street light outages, abandoned vehicles, etc. Those items will then be routed to the appropriate supervisor.

Public Works – Jeremiah Wendt stated the fishing pier at Mary Park was damaged by ice over the winter. The damaged areas were removed and the pier is open again. We will be filing an insurance claim for the

damages and will be repairing the pier very soon. Crews will be removing ash trees in the downtown area and replacing them.

Library – Katie Marsh stated the summer reading program had a kick-off event on June 4, 2018. As of today, 710 people have registered for the summer reading program. There will be an outdoor movie (Mary Poppins) in Glover Park on Friday, June 15, 2018, at dusk.

Police – Craig Yehlik explained the Bike Rodeo will be on June 16, 2018, from 10:00 a.m. to noon at the New Richmond High School. Emergency Services golf scramble will be on July 23, 2018 at noon. Hole sponsorships are still available.

Fire – Fred Horne stated the Fire Department has a new Administrative Assistant, Terry Koch. Last month was a very busy month for fire calls with 34 total. Of those calls, 13 were City, 15 were rural, and 6 were mutual aid.

Airport – Mike Demulling explained the automated weather observation system was down over Memorial weekend. During the weekend, Mike provided these observations manually until the system was repaired. The new locating beacon will be placed tomorrow. The Airport will begin using a new type of airplane fuel within the next month and we will be the only airport in the region to use this type of fuel.

City Clerk - Tanya Batchelor stated she and Noah are continuing to working on reviewing the City's ordinances and are working on Chapter 6, which deals with Liquor and Beer Licensing. Proposed language changes will be brought to the June work session for City Council review.

Recognition of Community Action Plan Group

Beth Thompson thanked this group for their work on the Comprehensive Plan. Each member was given a gift in appreciation for their work on this project. The group put in approximately 900 hours over eight months. Mayor Horne and Council members thanked the CAP group for their work. They also thanked Todd Streeter and Beth Thompson for the work they did on this project. Scottie Ard stated this model will be presented at the League of Wisconsin Municipalities Annual Conference in October as an example for other municipalities to follow.

Comprehensive Plan

Alderman Montello moved to approve the Comprehensive Plan with the changes and additions outlined in the packet, seconded by Alderman Kittel and carried.

Recycling RFP

Rae Ann Ailts explained the Council was given the draft RFP at the work session for recycling. The Public Works Committee has discussed this RFP as well. Staff recommends approval to advertise the RFP for residential recycling services as proposed. Alderman Montello move to approve the advertising the RFP as presented, seconded by Alderman Ard and carried.

Mayor's Appointments

Mayor Horne made the following appointments: Pat Becker to the Utility Commission and Judy Roettger, Angela Logan, Jessi Mishler, Jeremy Poole, and Jim Jackson to the Tourism Committee. Alderman Montello moved to confirm these appointments, seconded by Alderman Ard and carried.

WITC Cable Television Agreement

Alex Birkholz, from WITC, explained the WITC Cable Television agreement which is renewed on an annual basis for the public access channel for the cable television. There was discussion regarding equipment available for use to record sporting events to be played on this channel. Discussion followed. Alderman Montello moved to approve the contract as presented, seconded by Alderman Kittel and carried.

School Resource Officer MOU

Craig Yehlik explained the role of the resource officer that has been developed by the school and the Police department. Considerable discussion followed. If approved, the MOU would advance to the School Board for approval at their June 18, 2018, meeting. The contract would be renewed annually, but the school does not foresee the need for the SRO to diminish going forward, in fact they see the possible addition of another offer at the Middle School at some time in the future. Alderman Montello moved to approve the MOU and

the job description for the school resource officer as presented, contingent upon approval of the City Attorney, seconded by Alderman Jackson and carried.

Compensation Study

Sarah Reese explained the process used for finding a company to provide a benefit and compensation study for the City. Staff recommends moving forward with Carlson Dettman as the firm of choice to conduct the compensation and benefit study. The costs will be shared equally by the general fund and utility fund. Alderman Montello moved to approve Carlson Dettman to conduct the compensation and benefit study, seconded by Alderman Kittel and carried.

Planner/Zoning Administrator Position Job Description

Beth Thompson explained the City Council discussed this position at the May work session and approved the position at that time. Discussion followed. Sources and uses of funds will be presented at the next meeting. Staff recommends moving forward with advertising for the position. Alderman Montello moved to approve the job description and advertise the position with the understanding that sources and uses of funds will be discussed prior to approval to hire taking place, seconded by Alderman Kittel, and carried.

Forward New Richmond Consultant

Mike Darrow stated the Forward New Richmond consultant was discussed at the work session. We would like to contract with Seth Hudson from Cedar Corporation to assist with economic development projects at the direction of City staff and/or the Forward New Richmond group. Alderman Kittel moved to approve the contract with Seth Hudson from Cedar Corporation as presented, seconded by Alderman Ard and carried.

Fog Sealing Bids

Jeremiah explained that he talked to Fahrner Asphalt Sealers after the last council meeting to discuss their bid that was submitted. They separated their price between trails and streets. The portion for streets is \$16,806.46. Discussion followed. Jeremiah recommended approving the bid for the street portion only for \$16,806.46. We will deal with trails and look at other application options next year. Alderman Ard moved to accept this bid, seconded by Alderman Jackson and carried.

125th Street Annexation Reimbursement Agreement

Jeremiah Wendt explained this agreement was presented at the work session. The agreement states that if any township parcels that border the western portion of 125th Street are annexed to the City within ten years, the City shall reimburse the Township of Richmond on a prorated, per linear foot basis. Alderman Montello moved to approve the annexation agreement as presented, seconded by Alderman Ard and carried.

First Quarter 2018 Financial Report

Rae Ann Ailts gave the 2018 first quarter financial review. Discussion followed.

Resolution #061801 Use of 2017 Bonding Proceeds

Rae Ann Ailts explained that some funds were unspent from the 2017 bond issue and the proposed resolution is needed to allow us to use these funds towards the construction on storm water pond 265. Alderman Montello offered the following resolution and moved for its adoption:

RESOLUTION #061801

**AUTHORIZING THE USE OF UNUSED PROCEEDS OF \$6,600,000 GENERAL
OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2017A**

BE IT RESOLVED, by the Common Council (the “Council”) of the City of New Richmond, Wisconsin (the “City”) as follows:

Section 1. Findings.

1.01. Background. It is determined that:

(a) the City previously issued its General Obligation Corporate Purpose Bonds, Series 2017A, in the original aggregate principal amount of \$6,600,000, dated July 11, 2017 (the “Bonds”), pursuant to Chapter 67, Wisconsin Statutes, as amended (the “Act”);

(b) this Council approved the issuance of the Bonds pursuant to Resolution #061701, adopted on June 12, 2017 (the “Bond Resolution”);

(c) according to the Bond Resolution, the proceeds of the Bonds were to be used to finance sewer system projects related to North Fourth Street, street projects related to North Fourth Street and 125th Street, the acquisition of a snow plow to be used to maintain and clear the City’s streets, storm water system projects related to North Fourth Street and 125th Street, water system projects related to North Fourth Street, and the acquisition and equipping of a new E-3262 fire truck and related equipment for the use of the City (collectively, the “Projects”);

(d) the City issued the Bonds, used the proceeds thereof to finance the Projects, and after calculating and paying the final costs thereof, has determined that there is approximately \$130,000 in unused proceeds of the Bonds (the “Unused Proceeds”);

(e) the City has identified the following additional project to undertake with the Unused Proceeds (the “Additional Project”): *construction and retrofit of Stormwater Pond 265*.

1.02. Authorization. Section 4.01(d) of the Bond Resolution provides that when the Projects are completed and the costs thereof paid, the Borrowed Money Fund is to be closed and any balance therein is to be deposited in the Project Account Debt Service Fund. Section 67.10(3) of the Act further provides that all disbursements charged to the Borrowed Money Fund shall be for the purposes for which the money was borrowed and for no other purpose, except as otherwise provided by the Act. Moreover, Section 67.11(1)(a) of the Act provides that all moneys accruing to the Borrowed Money Fund which at any stage are not needed for the purposes for which the money was borrowed shall be transferred into the requisite debt service fund.

1.03. Additional Project. The purpose of this Resolution is to therefore provide official authorization to disburse the Unused Proceeds, up to a maximum of \$130,000, to finance the costs of the Additional Project. All actions undertaken by City staff in regard to the Additional Project are hereby ratified and confirmed in all respects.

Section 2. Deposit into Additional Project Fund; Amendment of Bond Resolution.

2.01. Additional Project Fund. City staff is authorized and directed to identify the final amount of the Unused Proceeds needed for the Additional Project, up to a maximum of \$130,000, and to create an “Additional Project Fund,” into which the Unused Proceeds shall be timely deposited. The Additional Project Fund shall be administered and maintained by the City Finance Director as a bookkeeping amount separate and apart from all other funds maintained in the official financial records of the City. Amounts deposited in the Additional Project Fund shall be used solely to defray expenses of the Additional Project. When the Additional Project is completed and the cost thereof paid, the Additional Project Fund is to be closed and any balance in the fund is to be deposited in the Debt Service Fund for the Bonds.

2.02. Bond Resolution. All findings, obligations and covenants undertaken by the City pursuant to the Bond Resolution, including but not limited to the sale of the Bonds to the Purchaser, principal payments and interest rates on the Bonds, remain in full force and effect, except as otherwise provided by this Resolution. Specifically, Section 4.01(d) of the Bond Resolution is amended by this Resolution, to authorize the City to use the Unused Proceeds for the Additional Project, instead of transferring any excess balance from the Borrowed Money Fund to the Debt Service Fund for the Bonds.

2.03. Capitalized Terms. Any capitalized but undefined terms in this Resolution shall have the definitions provided in the Bond Resolution.

Motion was seconded by Alderman Jackson and carried.

RFP for Intensive Survey of Historic Properties

Noah Wiedenfeld explained the City received a grant in the amount of \$24,900 for a survey of historical and architectural sites in the City. The last survey was completed over 30 years ago. The first step is to publish the RFP for this project. The next step would be to choose a consultant, have a kick-off meeting and begin the initial survey of buildings that are 40 years of age or older. An intensive survey will be completed on each property that could be eligible for the National Register. A final report will be given and a public presentation will be done. The project is estimated to be completed by August 2019. Alderman Ard moved to proceed with the RFP for the Intensive Survey of Historic Properties, seconded by Alderman Jackson and carried.

Work Session on June 25, 2018, at 4:00 p.m.

Communications and Miscellaneous

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(g) Possible Litigation, seconded by Alderman Jackson and carried.

Open Session

Alderman Montello moved to proceed as discussed in closed session, seconded by Alderman Ard and carried.

Alderman Kittel moved adjourn the meeting, seconded by Alderman Jackson, and carried.

Meeting adjourned at 9:18 p.m.

Tanya Batchelor
City Clerk